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**REGULATIONS**

FOR THE

**TOWN'S HOSPITAL**

OF

**GLASGOW:**

WITH AN

**INTRODUCTION,**

CONTAINING A VIEW

OF THE

**HISTORY OF THE HOSPITAL,**

AND THE

**MANAGEMENT OF THE POOR.**

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## INTRODUCTION.

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HOSPITALS, or Spittals, were originally erected during the subsistence of the Roman Catholic religion. Their object was the reception of the sick and the stranger, and the support of the aged and helpless. They were at first governed by the priests and deacons, under the inspection of the bishop, but were afterward placed under the administration of responsible laymen. Ample revenues were assigned by the Church for their maintenance, and rich endowments were also founded by individuals. The rest of the poor were chiefly supplied by alms from monasteries.

The Reformation, in 1560, dissolved all these institutions. The barons seized on the spoil, and the poor were left destitute. Distress and disorder followed, in consequence of which an act of the Scottish Parliament was passed in 1579. It directed the Lord Chancellor to "call for the erection of all Hospitalles to be produced before him, and inquire and consider the present estate thair of, reducing them as far as possible to the first institutions, as may best serve for the help and reliefe of the aged, impotent and pure peopil." This provision came too late, for the funds were all appropriated. Resorting, therefore, to other sources for relief, the act also required, that all the poor should repair to their own parishes; that an inquisition should there be taken of those "qhuilkes mon of necessity live by almes;" that a register should be made of "the saidis pure peopil" and their circumstances; that consideration should be taken "qhuat their neidful sustentation will extend to every ouke;" [week] and that then, "by the gude discretion of the Provests, Baillies and Judges [Justices] in the parochines [parishes] to landwart, and sik as they sal call to them to that effect, to tax and stent the haill inhabitants within the parochin, according to the estimation of their substance, without exception of persones, to sik ouklie charge and contribution as

sal be thocht expedient and sufficient, to susteine the saidis pure peopil."

This Act formed the origin, and still continues the basis, of the poor laws in Scotland. It long remained, however, a dead letter, the sentiments of the people having been decidedly adverse to assessment. Various enactments were therefore made, for "restraining and punishing beggars and vagabonds;"\* for the employment of children "who were tolerated or neglected at their first entry to begging;"† for "seizing vagabonds and idle persons, for the service of all persons who shall set up manufacturies;"‡ and, lastly, seeing that "the effect of all the good laws hath been frustrat, because there hath been no place provided, wherein such poor people might be set to work, nor persons appointed to have the charge and oversight of them," a law was made "for the establishment of correction-houses," one of which was ordered "at Glasgow, for the county of Lanerk."§ All these statutes proved equally inefficacious, and at last, in 1692, the excellent plan was adopted of vesting the whole powers and management in the Heritors, Ministers and Elders. Such is the system at the present day. The funds for the supply of the poor are derived from collections at the church-doors, fees for proclamations of marriages, and donations at funerals.|| If these sources are found to be inadequate, and if the deficiency be not made up by voluntary aid, the last resort is assessment. The object, in the emphatic language of the statutes, is—that "the poor may live *unbeggand*."

In Glasgow, for a long period, there was no regular compulsory provision. The supply of the poor was entirely left to the Kirk-Sessions, as in other parts of the country. Exigencies occasionally occurred, from the stagnation of trade or the failure of the harvest; and contributions were levied to meet the circumstances. In the course of time, the practice of assessment became more frequent; the ministers and elders produced a list of the poor in their districts; and "the Magistrates appointed such of the inhabitants as were able to bear the burden, to pay certain sums weekly to the poor specified in the list, to whom they gave billets for the

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\* 1592, 1597, 1600. † 1617. ‡ 1663. § 1672.

|| No part of the fees or donations are now appropriated in Glasgow to the supply of the poor, but are applied to the payment of kirk officers and the support of parochial schools.



purpose, and thence this stent was called *billet-money*.\* Pensions and supplies were also given by the City corporation, and the Merchants' and Trades' houses, the two latter of whom had hospitals for the aged and infirm of their number.† Notwithstanding all these provisions for the poor, begging continued to increase.

It was under such circumstances, that the project of a public hospital was entertained. The benevolent aim was the remedy of pauperism, by the virtuous education of the young, and the profitable employment of the adults. Actuated by such motives, great exertions were made to raise the requisite amount for the building. A general subscription was commenced, and £1,335 was collected; the Magistrates and Council gave a grant of the ground; and in 1731, they declared that "the inhabitants of the city have contributed liberally, whereby there is now a fund thought sufficient to defray the charge and expense of the said building." The next object was to provide for the annual maintenance. Previously to this period, "the tax for maintaining the poor," had amounted to £250, and it was now destined for the support of this establishment. The General Session, who anticipated the most beneficial results to their funds, dedicated £250 more. The Corporations, whose property had been hitherto subject to a proportion of the stent, agreed, on being relieved of that burthen, to contribute the following sums:—the Magistrates and Council, £140; the Merchants' house, £60; and the Trades' house and Incorporations, £120—"the undertaking the payment thereof, being the primary motive and reason for erecting the said Hospital, and so cannot be withdrawn."‡ In 1732, twelve Directors were appointed from each of these public bodies, to consider "what work the poor may be most profitably employed in from time to time; and how large quantities of necessaries may be purchased in the most frugal manner; as also to nominate an overseer about the several parts of the work, and to examine the accounts; that the Directors inspect not only the poor's work and expenses, but also their morals, and see to the education of the young, that they be taught to

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\* Information for the Magistrates, 1763.—The highest amount was 40s. *per annum*.

† All burgesses, "whether merchants or craftsmen," were to pay, at their entry, a small sum for "the hospital of their calling."—Letter of Guildry, 1605.

‡ Act of Constitution, 1744.

read, and instructed in the principles of Christianity, and to the proper methods for the management of those who behave well and are diligent, and for the amendment of others; and to keep as frequent meetings for the said ends as need requires."

On the 15th November, 1733, the Institution was opened, under the designation of THE CHARITY WORK HOUSE. In 1734, "the Directors agreed that the house hereafter go under the name of the TOWN'S HOSPITAL." In 1735, it was considered expedient to invest one person with the principal superintendence, and he was elected under the title of *Overseer*, which was afterwards changed to *Preceptor*. In 1742, the Directors published "a short account of the Town's Hospital," in which it is stated, that "to this Hospital all the poor citizens are intituled, or such who, before their admission, have resided six years in the city, without having received charity," if proper objects;—that, as soon as it was opened, "a considerable number of the poor, *especially of the most destitute sort, crowded into it*," so that in 1734, the number was 140, and in 1742, it was 258;—that the poor are "much better provided with wholesome food, good cloathes and clean lodgings, and at a much less charge, than they could have been otherways;"—that "the sick are well attended; the old and infirm get even a reasonable change of diet; and the poor in general are as really relieved from all the distresses of poverty, as if they were persons of wealth: disengaged from all anxieties about daily bread, and the other vexations of the world, while they enjoy so many of the comforts of it, and so many advantages for minding their higher concerns;"—that "many have acquired a dexterity in useful industry;"—that "there are six vaulted cells for mad people, *the first of that kind built in North Britain*;"—that there is an excellent Infirmary, "where it is intended the Physician who attends the Hospital, shall give lectures;"—that "the miserable way of life of begging is now almost entirely restrained;"—that "the public are cured of pensioners;"—that reformation is produced; and that education, morals and religion are promoted.\* In 1744,† the constitution of the Town's Hospital was confirmed by an act of the

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\* The total annual charge for 258 persons, was stated to be £839, 7s. 6d. and "eaters cost  $2\frac{1}{3}$ d. per day, or £3, 1s. 7d. per annum." The number, in 1829, was 398, and the maintenance £4, 15s. 10d. each.

† 3d January.

Magistrates and Council. It proceeds on the narrative, "how much it contributes to the advancement of religion, virtue, and good order, and the public utility, honour and advantage of the country, that provision be made for the necessities of poor indigent children, old decayed men and women, and of others rendered unable to provide for themselves; and that all idle, dissolute, irregular and disorderly persons be restrained from begging, wandering and vaguing, while they might be provided for, and usefully and profitably employed for the service of the country, towards their own maintenance." It then describes the excellent adaptation of the Town's Hospital for all these beneficial purposes; and appoints the system of management, which is entrusted to forty-eight Directors, as follows:—twelve returned annually from the Town Council, five of whom are Bailies—twelve by the Merchants' house, one of whom is the Dean of Guild—twelve by the Trades' house, one of whom is the Convener—and twelve by the General Session, four of whom are Ministers in rotation. To these were added the Lord Provost, Preceptor and Treasurer, *ex officiis*, making the total number fifty-one.

Such is a historical sketch of the provision for the poor, and of the rise and progress of the Town's Hospital. It now remains, to explain the changes which time and experience have introduced.

1. The original object of the Institution has been entirely changed. In practice as well as in title, it has long ceased to be regarded as a *work-house*. The benevolent anticipations of the founders, as to the profitable employment of the inmates, were soon disappointed; and their theory, as to the extinction of pauperism, was soon proved to be altogether visionary. A few years after the establishment, the citizens complained that, "with respect to the inhabitants of Glasgow, although none could out-do them in charitable contributions, they are pestered in their houses, at their shops and upon the streets, with swarms of idle, vagrant and sturdy beggars; and begging is a common and constant trade, upon the Exchange, under the very nose of the Magistrates."\* It was found, in fact, that such a provision, in place of an incitement to industry, was a temptation to indolence; and instead of a school of virtue, was too often the medium of improper asso-

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\* Information for Robert Barbour, 1762.



ciations. The expectations of economical maintenance were consequently seen to be illusory; and it was discovered to be much more expedient to relieve the wants, to encourage the industry, and to promote the comforts of the poor, in their own homes.\* No persons, therefore, who are capable of contributing to their own livelihood, are now admitted within the walls of the Hospital. It is held as a place of refuge, merely for the aged and infirm—the friendless and destitute—the helpless and hopeless. If such persons are able for any exertion, it is considered more as the means of occupation, than a source of profit.

2. The Hospital is no longer a receptacle for the maintenance and education of the young. It has been judged much more conducive to their present health and future prosperity, that they should be boarded at a cheap rate with decent families in the country.

3. The attention of the Directors, in place of being confined, as originally, to the inmates of the Hospital, is now much more extended to the out-door poor.† This change has been found greatly conducive, not only to the economy of the funds, but to the comfort of the individuals. Temporary aid is given to such as have fallen into casual distress;‡ medical relief is afforded to such as are afflicted with occasional disease;§ and permanent pensions are granted, either in meal or money, to such as are found unable to provide for their own subsistence.||

4. It was to the honour of Glasgow, that it set the example to Scotland, of a place of confinement for lunatics in the Hospital. Since that time, public attention has been directed to the mental and moral treatment of such unfortunate cases; and, when there appears to be any prospect of recovery, the pauper patient is remitted, in the first instance, to the Lunatic Asylum. The Hospital is thus only a receptacle for incurable insanity, or hopeless imbecility of intellect.

5. Till the year 1816, there was only one surgeon for the

\* Ewing's Report on the Poor, p. 72, 73, 74.

† The in-door expenditure, in 1829, was £2816, 5s. 10d. and the out-door £3931, 12s. 5d.

‡ The amount in 1829, was £199, 3s. 10d.

§ The expense in 1829, was £270, 18s.

|| The sum in 1829, for 476 families and individuals, was £1191, 16s. 5d.

whole Hospital poor. In consequence of the recommendation of a committee, that "the duties of surgeon are too extensive, applying not only to the inmates of the house, but to the out-door paupers," it was deemed expedient to divide the town into four different districts, and to appoint one surgeon for each, with the view of administering gratuitous relief. In 1817, a fifth surgeon was added, and, in 1818, a sixth—thus making six districts. Medical aid is not confined to the Hospital poor, but is extended to sessional cases, and, in general, to such residents whose disease is likely to reduce them to the rank of paupers.

6. A practice long prevailed, of converting the cells of the Hospital into places of criminal confinement. This abuse of the charity has, for a considerable time, been discontinued. The only legal receptacles for delinquency are the Jail and Bridewell.

7. A material alteration has occurred with respect to the Kirk Sessions. Glasgow was originally one parish. When the increased population required a subdivision, the unity of ecclesiastical management was preserved; and the members of the different sessions associated in one board, first, under the name of the *great*, and, then, the *general* Session. The funds of the poor were collected into one mass, and allocated to the respective sessions according to the number on their roll, but each exercising a discretionary authority in the allotment. Previously to the erection of the Hospital, this was the only system of management for the poor; but, after that event, there came to be two separate jurisdictions, each independent of, though intimately connected with, the other. The Sessions were the sole distributors of the supply under their own charge, and, in most instances, the primary administrators of the cases transferred to the Hospital; while the Directors were the ultimate judges, and the conductors of the establishment.\* With the fund raised by assessment, the Sessions never could interfere, but it frequently came to be matter of policy to commit a proportion of it to their superintendence. In 1763, it was stated by the Magistrates, that "of the £400 raised by assessment, only £200 was paid over to the Town's Hospital, and £100 to the General Session *as usual*; the remainder was applied to the purchase of meal in the time of scarcity." In 1773, the still existing practice

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\* Ewing's Report, p. 22.

was introduced, and fifteen assessors were appointed annually by the Magistrates and Council,\* as a board of inquisition into the means and substance of the citizens. In 1801, after the severe effects of the failure of two successive harvests, the number of the poor was greatly augmented, and the assessment was more than doubled. A meeting of the Magistrates, Ministers, and Committee of the Directors, was therefore held to deliberate on the emergency, and the following is a copy of the minute:—"The Lord Provost stated the vast increase of the assessment on the inhabitants for supporting the poor, in consequence of the great number who are weekly recommended to be put on the funds of the Hospital, and pointed out the necessity of adopting some measures, in order to keep the assessment within reasonable bounds. After conversing together at considerable length, the meeting seemed to be fully satisfied that the subject was of great importance, and that something was requisite to be done, in order to check the increasing demands that were made on the public for supporting the poor of the Hospital, but were not able to suggest immediately an effectual remedy. In the meantime, it occurred that if the several Kirk Sessions were enabled to distribute a little more money in their respective parishes, it might prevent many recommendations to the Hospital, and ultimately prove a considerable saving to the charity funds; and, therefore, it was proposed that £500, or some such sum, should be advanced from the assessment to the funds of the General Session, to be by them distributed to the particular Sessions, from time to time, in the usual way; it being understood, if this proposal should be adopted, that, in all ordinary cases, persons applying for charity should, in the first instance, be put on the Session's funds, and that, before being recommended to the Hospital, they should be raised to the highest stated pensions on the Session's lists; and, if unable to subsist thereon, that then they might be recommended to the House, when they should cease to receive from the Sessions; and, in order to promote economy, now that work can be got by all who are able to labour, the General Session should be requested to recommend to the particular Sessions, to make a scrutiny into the cases of all the poor upon their respective rolls, as soon as it can be done with advantage. On considering which,

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\* Cleland's Annals, vol. i. p. 34.



the Directors granted £300, and reserve for further consideration the propriety of giving more, till the salutary effects of the present aid is known."\*—Nothing could be more judicious than such a provision at the time; but, once introduced, this application of the funds was regularly continued, till at last the annual allowance to the General Session amounted to £1500. It was afterward considered expedient to discontinue the practice altogether, and to withhold all grants till cause was shewn for their necessity, and till a complete scrutiny of the poor belonging to the Session applying for aid, was made by the Superintendent of the Hospital.† Since that time, another change has occurred. The General Session has ceased to exercise any controul over the ordinary church-door collections, which are now left entirely to the charge of the individual Sessions. In consequence also of recommendations that the poor should be managed by the parochial system, without assistance from the Hospital funds, five parishes resolved to try the experiment; but three have since abandoned the attempt ‡, and the practice is retained only by two,§ who are under no obligation to continue it longer than they see expedient. The practice now is, that if a poor person, entitled to the privilege of residence, claims relief, he must apply, in the first place, to the Session of the parish in which he lives, who allow him a certain sum per month, according to his necessities: and, if this supply be found insufficient, he is sent with a recommendation to the weekly Committee at the Hospital, who judge according to circumstances. If temporary relief alone be required, it is afforded periodically till the necessity be removed. If his case appear likely to be permanent, he is visited by the Superintendent, and if he be deemed a proper object, he is placed on a pension.

8. It thus appears that the Directors are the sole guardians of the assessment. A prospective estimate of the required sum is made up by them each year, and laid before the Magistrates and Council, who, for the amount to be levied, remit the appropriation to assessors,|| and appoint a Collector to receive the money, which is paid to the Trea-

\* Ewing's Report, p. 20.

† The amount granted to individual sessions in 1829, was £1095, 5s.

‡ Outer-High, St. George's and St. James'.

§ St. John's and St. David's.

|| Cleland's Annals, vol. i. p. 226.

surer of the Hospital. The sum has varied according to the circumstances of the times. When the Hospital was instituted in 1733, it was £250; in 1763, it was £400; in 1773, £336; in 1783, £1200; in 1793, £1610; in 1803, £3940; in 1813, £10,273; in 1823, £8614; and last year, £6403. A proportion is paid over to the Barony parish, for the extended Royalty. It is the duty of the Directors, to keep the impost within the most prudent legitimate bounds.

9. With respect to the annual contributions to the Hospital from public bodies, the sum to be paid by the Magistrates and Council, has been increased from £140 to £220; the sum by the Merchants' house has been raised from £60 to £110; the sum by the Trades' house and Incorporations, £120, has remained the same; and the sum by the General Session, £250, which was afterward advanced to £300, came to be necessarily withdrawn.

It may be useful to add a short sketch of the *law*, with respect to objects of relief.

The poor may be divided into three classes—those who are *not willing* to provide for themselves; those who are *not able*; and those who are in general *both willing and able*, but either cannot procure employment, or are for a time incapacitated. The first class are liable to all the penalties attached to vagabonds and sturdy beggars,\* but the punishment now imposed is imprisonment for a short period.† The second class are the real and legitimate objects—the “impotent and pure peopil,” who alone are contemplated by the Scottish Acts. This denomination includes in practice—(1) those who are disabled from gaining a livelihood by advanced age, by incurable disease, or by permanent debility; (2) helpless widows left with families; (3) children, either orphans, whose fathers had acquired a settlement, or destitute or exposed, whose parents and place of birth are unknown; and (4) ideots, and insane, against whom no crime is charged.‡ The third class are the able-bodied, who, in general, support themselves by their own labour, but are visited with a temporary calamity. This may arise, (1) from general dearth producing a scarcity of provisions, or from commercial distress creating a want of work. In such cases, it is now un-

\* Erskine's Inst. B. 4. t. 4.

† Tait's Justice of the Peace, p. 407.

‡ Dunlop's Treatise on the Poor, p. 26, 28, 48.



derstood that there is no claim on the assessment, and that "the law professes only to remedy a permanent evil, and leave those who are suffering under merely temporary distress, to the care of private and voluntary charity."\* (2) It may proceed from occasional disease or bodily injury, thus incapacitating for exertion. Proceeding on the strict principle of law, doubts have been entertained as to the title of persons, in such situations, to any parochial relief;† but, in general practice and sound policy, it has been laid down, that, "as the best remedy against a numerous list of permanent poor, it is usual to afford such supplies as the exigency requires, by means of which many, who would have been irretrievably ruined or prematurely cut off, leaving their families a burden on the public, are restored to the exercise of their lawful industry."‡ Such cases must be left to the wise discretion of the administrators of public charity, and be considered as exceptions from the general rule, that "those persons only are intended to be maintained, who are permanently disabled from earning a livelihood."§

Beside poverty and disability, it is essentially necessary that the applicants for relief should have acquired a legal settlement. This is in general obtained by residence, the period of which is decided to be three years, but it must be continuous, and without charity. A woman gets the privilege by marriage, and a child by parentage. If a person has no other place, he is entitled to be supported by the parish where he was born. Paupers are ordained to remove to the parish of their settlement, but cannot be ordered off so long as they do not beg. The practice of merely warning away, is not held sufficient to interrupt the currency of the period which creates a title to settlement.||

It is of the highest importance to maintain a vigilant inspection over the poor in the city, and prevent improper persons from becoming a charge on the funds.

\* Dunlop's Treatises on the Poor, p. 34.

† Ibid, p. 28.

‡ Hutcheson's Justice of the Peace, vol. ii. p. 55.

§ Dunlop's Treatise, p. 32.

|| Ibid, p. 50, 54, 57, 59.





## **CHAP. I.**

### **GENERAL MANAGEMENT.**

#### **SECT. 1.—OF THE DIRECTORS.**

THE Directors shall meet quarterly in the Hospital, on the third Tuesday of the months of February, May, August and November, to manage the general affairs. Other meetings may be called, when considered necessary, by the Lord Provost or eldest Magistrate, or by the Preceptor; and at all Meetings of the Directors, ten shall constitute a quorum. The Lord Provost shall preside, and in his absence, one of the Magistrates.

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#### **BUSINESS OF QUARTERLY MEETINGS.**

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##### **I. NOVEMBER MEETING.**

Committees to be elected for the year.

##### *1. Weekly Committee;*

To conduct the whole details for the year, consisting of the Preceptor, the Superintendent, nine Directors, (chosen out of the general body, of such as agree to undertake the duties of the appointment,) together with the Visitor of the week. No quorum specified.

## 2. *Book Committee ;*

Consisting of six Directors (three of whom to be a quorum) to inspect the general books and accounts, and see that the entries therein are properly inserted, and the books regularly brought forward—to meet as often as they may judge proper.

## 3. *Inventory Committee ;*

Consisting of the Preceptor and two Directors (two to be a quorum) to inspect and compare the inventory, to be taken yearly by the Mistress in the month of June, and to report the result to the next quarterly meeting, after discharging the duty.

## 4. *Committee for reviewing the Inmates ;*

Consisting of one Magistrate, or the Dean of Guild, or Deacon Convener, and the whole Weekly Committee (four to be a quorum) to meet early in the month of May, when they are to take into consideration the situation and circumstances of every individual person in the house, and to dismiss out of it all whom they may think able to earn their own livelihood, or, in other respects, improper objects for the in-door Charity of the Hospital.

## 5. *Committee on Provisions ;*

Consisting of the Deacon of the Bakers (if he is a Director, or if not, some other Director,) and the Weekly Committee.

## II. FEBRUARY MEETING.

No special business.

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## III. MAY MEETING.

No special business.

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## IV. AUGUST MEETING.

Office-bearers to be elected for the year.

1. *Preceptor* ;

Who shall, *ex officio*, become a Director, and Chairman of the Weekly Committee; shall have the principal superintendence of the Hospital; and, in absence of a Magistrate, shall preside at the Meetings of Directors.

2. *Treasurer* ;

Who shall, *ex officio*, become a Director; keep the Bank account of the Hospital; and furnish the Superintendent (on his receipt) with money for paying off the accounts for provisions, and for the other necessary disbursements of the Hospital—and, at the end of the year, when the books are to be balanced, he shall give in a full account of his intromissions, with the proper vouchers.

3. *Superintendent—Mistress—Clerk—Chaplain—  
Surgeons* ;

The Directors reserving to themselves the power of dismissing any of them from their offices, in case of irregular behaviour, incapacity, or other sufficient cause, during any time of the year.



4. *Visitors.*

The Hospital shall be visited every week by one Director, who is to be warned by a notice from the Clerk, when it is his turn to visit; and this duty shall be in rotation, as the Directors stand on the roll made up at the quarterly meeting in November.

The Visitor is to write down, in a book kept for the purpose, whatever remarks he sees proper to make; to be particularly attentive to the quantity and quality of the provisions for the poor, and to see that the house is kept clean and well aired, and the inmates properly accommodated.

The Visitor for the week shall also be a Member of and attend the Weekly Committee, for the week in which he is requested to visit.

The Visiting Book shall be reported, at each quarterly meeting of the Directors.

## SECT. 2.—OF THE WEEKLY COMMITTEE.

1. The Weekly Committee shall meet every Friday, or such other day as may be found most convenient for inspecting the management of the House, and for admitting such poor as they may find qualified and properly recommended for hospital relief. But no persons can be admitted as *permanent* pensioners who have not been previously visited in their own houses by the Superintendent, and a full account inserted in the visitation book of all particulars concerning them.

2. The Committee may appoint punishments for such of the inmates as may be guilty of any breach of their duty, or of any transgression of the rules of the House; and, in cases of great culpability, may expel the

offender, or remit the case to a Magistrate for punishment.

3. In accommodating the poor received into the House, regard may be had to their former stations in Society, at the discretion of the Weekly Committee.

4. The Committee are required to record all their proceedings, that they may be open to the inspection of all the Directors.

## **CHAP. II.**

### **STIPENDIARY MANAGEMENT.**

#### **SECT. 1.—OF THE SUPERINTENDENT AND HOUSE GOVERNOR.**

1. THE Superintendent is primarily accountable to the Preceptor and the Weekly Committee.

2. He has the general superintendence of the Poor, and it is his duty to make a minute scrutiny, by visitation and inquiry, of every new case, and a regular visitation (if possible) twice in the year, of all the existing cases on the funds of the Hospital. He must visit the apprentices once a-year, and must maintain a general inspection over the pauperism of the City, so as to prevent improper persons coming upon the funds.

3. He must also visit applicants for Sessional relief, when required to do so by any of the Sessions, and must keep a register of all cases visited by him, (either for the Hospital or for Sessions,) containing the names, residence, age and occupation of applicants; whether married or otherwise; the state of their family; their

weekly earnings or income; if relations are liable and able to contribute to their support; if members of Incorporated Trades, and of what religious connexion; whether in receipt of society aliment, or charity, or of pensions, or any other charitable aid; also the character and the appearance of their houses and persons.

4. He must search into the cases of orphan, deserted and exposed children, to prevent such, as much as possible, from becoming permanent burdens on the funds of the Hospital.

5. He shall not admit any poor into the Hospital but such as are received by the Weekly Committee, except in cases of extraordinary urgency: nor even then, unless accompanied by an order, in writing, from a Magistrate, or from the Preceptor, which is to be laid before the next Weekly Committee for consideration.

6. All men and boys, on their admission into the House, shall be examined by the Superintendent and Surgeon, and, if proper, they shall be washed as soon as they are admitted, and the Superintendent may order such as have any infectious disease, to be put into separate rooms, and not removed thence until they are well.

7. With the advice of the Preceptor, and Weekly Committee, and the Committee on Provisions, the Superintendent shall make the necessary purchases for the House.

8. He must superintend the repairs of the Hospital, the food and bedding, the allotment of clothes for the male, and of shoes for all the inmates, and he must attend in the Counting House when not employed in the out-door or other duties of his office.

9. He must superintend the writing of the ordinary Books, and take charge of the Cash, the daily Cash



Book, and the orders on the Treasurer, the receipts and payments, the applications for coffins, and for passages to native residences.

10. He must preside over the distribution of the meal, the monthly, half-quarterly and quarterly payments to out-door poor and nurses, and must conduct the correspondence as to paupers, &c.

11. He must observe that all persons in the House behave themselves soberly, honestly and quietly, conformably to the rules of the House, bring transgressors before the Weekly Committee when necessary, and ascertain that the punishments awarded by the Committee are carried into effect; and in general must use his utmost endeavours to preserve the peace, good order, and regularity of the House, and to prevent waste and idleness in every department.

12. On Sundays he must visit the Hospital to ascertain that good order and propriety exist among the inmates.

13. The Superintendent shall, *ex officio*, be a member of the Weekly Committee, and of all Committees where his presence may be found useful.

## SECT 2.—OF THE MISTRESS.

1. The Mistress must admit no poor into the Hospital but such as are received by the Weekly Committee, except in cases of extraordinary urgency, in the absence of the Superintendent; nor even then, unless accompanied by a written order from a Magistrate or the Preceptor, and she is immediately to report the same to the Superintendent.

2. She must appoint proper persons for washing the linens and clothes, and must see that the whole House be washed every Monday and Thursday morning, and

the stairs and entries again washed every morning, and direct that all the rooms be swept clean once every day, and that the beds be made and the floor below them swept daily; and also that the sand used in washing the House be clean swept off before it is thoroughly dry.

3. All the women and girls, on their admission into the House, must be examined by the Mistress and Surgeon; and, if proper, they shall be washed as soon as they are admitted; and the Mistress may order such as have any infectious disease, to be put into separate rooms, and not removed thence until they are well.

4. The Mistress must appoint proper apartments for the sick, and nurses to attend them.

5. The Mistress will appoint clothes, if necessary, to be given to the women and girls on their admission, and give orders to have the old clothes cleaned and mended for their use.

6. She must distribute the provisions for the respective diets of the whole House every day, must allot to the nurses their respective departments, and must visit all the wards *every* day to see that these nurses perform their duty.

7. She must keep a particular account of all the small provisions she may buy, and of the weekly petty charges, and must lay the said account before the Weekly Committee, to whom she is also to report all the clothes she may receive from the nurses belonging to any deceased person in the house.

8. She may appoint proper persons in the House as servants, if there are such, and if not, she shall inform the Weekly Committee thereof, who will allow her to engage fit servants for the requisite situations.

9. She must make out an exact inventory, once every year, in the month of June, of all the bed mats, blankets, sheets, table napery and furniture belonging to the

House, and lay the said inventory before the Committee appointed to inspect and compare it.

10. She must not go out of the House without leaving word where she may be found.

11. She is so to order her affairs that she and her servants may regularly attend family worship, morning and evening, and not be absent unless unavoidably hindered, or prevented by sickness; and, in general, she must exert her endeavours to preserve the peace, good order and regularity of the House, and be particularly attentive to prevent the waste of every thing useful, or the idleness of such as ought to be employed.

### SECT. 3.—OF THE CLERK.

1. The Clerk must reside in the Hospital; he must keep an exact register of the names, ages and designations of all the poor admitted into the Hospital, with the recommenders' names on one side or page of a book, (to be kept for that purpose,) and the time of the death or departure of each pauper, with the manner or cause thereof on the opposite side or page.

2. He must keep a Journal and Ledger, containing an account of all the victuals and clothes that are bought for the use of the Hospital, and of the general expenditure of the House.

The transactions of every month must be posted at the end of the month, and the books balanced within a few days after the close of the financial year.

3. He is to order the windows to be opened for airing the House as often as may be necessary, and to see that all the fires (excepting such as may be necessary for the sick) are extinguished against nine o'clock every night; and that no wet clothes are hung over the windows, or in any rooms wherein are beds.

4. He is so to regulate his affairs that he may attend daily on family worship morning and evening, unless necessarily absent or prevented by sickness.

5. He must attend all the various Committees to write down their sederunts and remarks, and must transmit to the visiting Director a written notice, when it is his turn to visit the Hospital. He must also intimate to the Conveners of Committees, on their appointment, what are the duties required of such Committees; and to the members of Committees, he must intimate, in writing, when they are required to meet; and he must also intimate to the Ministers chosen into the direction of the Hospital, every year, the desire of the Directors that they would so arrange amongst themselves that at least one Minister be present at every General Meeting of the Directors.

6. He must also attend to see the meal weighed out to the poor who live out of the House, and must keep a correct account of the quantity laid in, and of the date and quantity, and the name of each person to whom it is delivered out, in a book to be kept for that purpose.

7. He must not go out of the Hospital without leaving notice where he may be found.

#### SECT. 4.—OF THE CHAPLAIN.

1. The Chaplain is to perform Family Worship every morning and evening in the Hospital. He is to administer religious consolations to the sick, and to discharge the duties of Divine Service, or catechising the inmates, every Sabbath, in the Hall of the Hospital.

2. The Chaplain, when required, is to examine the progress made at School by children educated at the expense of the Hospital.



## SECT. 5. OF THE SURGEONS.

I. *House Surgeon* ;

1. He is to attend the Meetings of the Weekly Committee when required.

2. He is to inspect all the poor that are admitted into the Hospital, when called to that duty by the Superintendent or Mistress ; and he is to record the state of health of children received into the Hospital at the time of their admission.

3. He is to visit the Hospital daily, and to report weekly to the Weekly Committee the state of his patients.

2. *District Surgeons.*

The City, during a period of disease, having been divided into districts, and a Surgeon appointed to administer to the poor in each—so long as this system is continued, the following regulations are to be observed by the District Surgeons :

1. They are to visit and attend, within their respective districts, poor persons suffering under disease, who, from having acquired a legal settlement, and being unable to pay for medical attendance, may be recommended by the Minister of their parish, or the Elder of their proportion as proper objects of such charitable aid.

2. They shall, every Friday morning, transmit to the Weekly Committee their report books, containing a list (with the names) of all pauper cases visited or treated by them during the preceding week, stating whether the patients are convalescent or their illness continues, or if confined to bed, walking about, or fit or unfit for work.

3. They shall conform to the orders of the Weekly Committee, and they must visit, *personally, every new case*, and continue their personal attendance on every *critical case*, and authenticate their weekly reports with their own signature.

4. They must conform to the list of medicines for the City poor, drawn up by such medical men as shall be appointed by the Weekly Committee.

#### SECT. 6. OF THE NURSES.

1. Those appointed to attend the sick, shall be obliged to keep the apartments and every thing about the sick clean, and in good order, and shall obey such orders as may, from time to time, be given them by the Surgeon, or by the Mistress under his authority.

2. When there has been any malignant disease, or when the sick person dies, the nurse is to deliver the bed clothes used during the disease, or at the time of death, to the Mistress, for the purpose of being washed, and made sufficiently clean, before any other person uses them.

3. The nurse must be accountable to the Mistress for the wearing apparel, and every thing else under her charge, belonging to the deceased.

4. The nurses appointed to attend such children as may necessarily be in the Hospital, shall have them washed, combed, and dressed every morning.

5. The nurses must obey the orders of the Mistress and receive their directions from her; use their endeavours to preserve the good order and cleanliness of the house; and acquaint the Mistress of irregularities in the behaviour of any person.

6. Every female inmate of the Hospital whom the Mistress may consider competent to undertake the

charge of an apartment, or ward, shall be obliged to do so, and must faithfully discharge the duties thereof, under the penalty of dismissal by the Weekly Committee.

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## **CHAP. III.**

### **OF ADMISSION ON THE FUNDS.**

#### **SECT. 1.—SESSIONAL POOR.**

1. When a poor person applies for charity, the Elder of the proportion is requested to enquire—How long the applicant has resided within the ancient royalty of the city, immediately preceding the date of application? Whether he had previously applied for, or received charity from, any session or society? What is the age and occupation of the applicant? What is the state of his (or her) family? What is the amount of their weekly earnings or income from every source? Whether he (or she) has any relatives liable or able to contribute to his (or her) support—and if so to what amount? Whether the applicant is a member of any incorporated trade—or is connected with any dissenting congregation or other religious body? And whether application has first been made for aid to the incorporation, or religious society, to which the applicant belongs—and what is the amount derived monthly from such a source? Also, whether he (or she) has any assistance from Boxes, Naval or Military Pension, or other charitable support?

2. The result of such enquiries should in all ordinary cases be reported to the Session, and the applicant be required to appear before them (if able). And if it be

found that an uninterrupted residence for more than *three years* within the bounds of the ancient royalty of the city has been established, and that there has not existed any impediment to his (or her) acquiring a legal settlement—then, if the session shall be of opinion that the applicant needs their charity, he (or she) may be received on their roll of paupers. Provided, that when the applicant is entitled to relief from an incorporation, or when he (or she) belongs to a dissenting or other religious body, his (or her) first application shall have been made to such incorporation or other religious body, and if their allowance is insufficient, the parochial session may make up the amount to an equality with others in similar circumstances.

## SECT. 2.—HOSPITAL RELIEF AND ADMISSION.

1. When a poor person has been received on the session funds, he should not be recommended to the Hospital for assistance, until he (or she) has been raised to the highest stated pension allowed by the session, (including the allowance from other sources of charity,) and is found unable to subsist thereon, in which case a recommendation may be transmitted to the Weekly Committee by his (or her) Elder, who shall furnish a written statement of all the particulars of the case known to such Elder, in conformity with the first paragraph, under the head Sessional Poor.

2. In extraordinary cases, such as when the head of a family has been suddenly taken from them, leaving a number of young children unprovided for—application may be made direct to the Hospital without waiting for the meeting of session, but such applications must be accompanied by a full statement of the circumstances entitling such families to Hospital relief, communicated



either *personally* or in *writing* to the Weekly Committee by the Elder of the proportion.

3. Before recommending any cases to the Hospital, even for temporary relief on account of sickness, the Elder must first ascertain that such persons do actually reside within his proportion, and that they are by residence and poverty entitled to be recommended for relief.

4. Recommendations for admission into the Hospital must be accompanied by the same ample information as is required with recommendations for relief, from the funds of the Hospital, and no pauper should be recommended for admission into the Hospital, but such as, from their *friendless, helpless and infirm condition*, are unable to subsist on the out-door charity allowed by the Hospital. To qualify for admission into the Hospital, full legal residence is absolutely necessary, and to establish the length of residence, the best evidence that can be adduced should in every case be required.

5. In cases of urgent necessity, it may be requisite to admit a person immediately into the Hospital, upon a recommendation by one of the Magistrates, Dean of Guild, Deacon Convener, or the Preceptor, until the Weekly Committee meet; but such admissions are in every instance to be brought under the review of the Weekly Committee at *their first meeting*, for their sanction or dismissal, unless previously disposed of by the Superintendent.

6. No person in a state of insanity can now be received into the Hospital, without a warrant or order made by the Sheriff Depute or Substitute, authorising the reception and confinement of the lunatic; which warrant or order can only be obtained by producing a certificate or report, signed by a properly qualified

physician or surgeon, who has carefully visited and examined the person to whom it relates, and endeavoured to ascertain that such person is a furious or fatuous person or lunatic, and proper to be confined in a house for the reception of such persons.

Without such certificate and warrant or order no recommendation for the reception of a lunatic can be entertained.

Medical men granting such certificate, without having visited and examined the person to whom it relates, are subject to a penalty of fifty pounds. See 55, Geo. III. cap. 69, sec. 8, and 9, Geo. IV. cap. 34, sec. 5.

7. When an applicant has been received on the funds of the Hospital, his name must be struck out of the roll of session poor, as he cannot receive from both sources at the same time.

8. In some instances, persons received into the Hospital, who have effects, are disposed to conceal or sell them, on purpose to procure intoxicating liquors when in the house. To prevent such misconduct in future, the Directors ordain, that all persons who have any effects or money, shall deliver them to the Superintendent of the poor on their admission, with an inventory of the same, attested by their elder, or the deacon of their craft, which effects or money will be restored to them when they leave the house, (in so far as they have not been applied to their own use or support,) with the approbation of the Weekly Committee.

### SECT. 3.—OF THE IN-DOOR POOR.

1. None of the inmates shall be permitted to go out of the Hospital, without leave asked and obtained from the Superintendent or the Mistress.

2. No person shall be allowed to introduce into the Hospital any spirituous or intoxicating liquor.

3. None of the inmates must be guilty of drunkenness, stealing, cursing, swearing, or of using indecent or opprobrious language; nor shall any one be suffered to disturb the peace of the Hospital in any way.

4. All paupers are strictly prohibited from asking or taking money from any person visiting the Hospital.

5. All the inmates are required to attend Family Worship morning and evening, and Sermon and Catechising by the Chaplain, in the Hall of the Hospital, on Sabbath evening, excepting such as are infirm or incapable from their state of mental or bodily health, or such as are prohibited by the Superintendent or the Mistress.

6. That the peace and decorum of the Hospital may be duly preserved on the Sabbath day, no person (excepting Directors or office-bearers) shall be permitted to visit the Hospital on that day, unless in cases of urgent necessity, and with the special consent of the Mistress.

7. Every individual employed in labour within the House must regularly repair to such apartments, and at such hours as may be assigned for that purpose, and they shall continue their employment industriously for the time appointed; or till their allotted task is finished.

8. The hours of rising and retiring to rest, must be varied according to the season of the year and the state of individuals, under the direction of the Superintendent and the Mistress.

9. All the inmates are to change their linens at least once every week.

10. If any of the inmates escape over the wall of the Hospital, or leave the House without permission, on

their return they shall be subjected to dismissal, or such privations as the Weekly Committee may judge proper, unless that Committee consider it necessary to remit the offender to a Magistrate for punishment.

11. All who are able, and not detained by sickness, shall attend at their meals in the Public Hall, and such as are absent without sufficient cause, shall lose that meal.

12. Transgressors of any of the above Regulations shall be subjected to the cognizance of the Weekly Committee, and to the punishments consequent thereon.

#### SECT. 4.—OF THE CHILDREN.

1. When orphan or destitute children have been received into the House by the Weekly Committee, the Superintendent and Mistress shall take the earliest opportunity of sending them out to be nursed, or boarded with persons of good character, and when possible, in the country; and when the Committee are of opinion that any of the boys are sufficiently educated and grown up to be put to trades, they shall authorise the Superintendent to enter into indentures for such boys, in name of the Directors of the Town's Hospital, engaging them as apprentices, to such masters (either tradesmen, farmers or others) as the Committee may approve of; and, in like manner, when any of the girls are properly educated, and grown up to be put to service, the Committee shall authorise the Mistress to engage them in service with any such persons as they may approve of.

2. All nurses applying for children out of the Hospital are required to produce to the Superintendent or Mistress a certificate from their Minister or Elder of their moral character, and, if wet nurses, a certificate



also of their state of health from a surgeon. Proper enquiry is to be made by the Superintendent, as to the character and qualifications of masters or mistresses, applying for apprentices or servants.

3. Boys and girls (on going out of the House or off the Funds of the Hospital,) to be properly clothed; and, in case of sickness they are to be received again into the House, provided their master or mistress make application for that purpose.

Apprentices are to be visited by the Superintendent at least once every year, to see that they are kept in good order, and properly taught their respective trades, and the result reported to the Weekly Committee.

4. The children who are out at nursing or boarding, are, if possible, to be brought before the Weekly Committee annually, on the second Thursday of August, to see that they are properly taken care of, and that the Chaplain may ascertain the progress of such as are at school.

#### SECT. 5.—OF THE IDIOTS AND LUNATICS.

1. When any case of pauper lunacy, properly certified, has been recommended to the Weekly Committee, to be supported at the expense of the Hospital, after enquiring into all the circumstances of the case, the Committee (with the advice of the Surgeon to the Hospital) shall take into consideration whether the recovery of the lunatic is most likely to be promoted by transmitting the patient to the Lunatic Asylum, or receiving him (or her) into the Hospital, and decide as may seem best.

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